

LAKE MILLS AREA SCHOOL DISTRICT

POLICY 233 – BUSINESS MANAGER JOB DESCRIPTION

Qualifications:

- Business Manager Certification or eligibility for same.
- Knowledge/experience in accounting.
- Knowledge of the Wisconsin Uniform Financial Accounting Requirements (WUFAR) is desirable.
- Prior supervisory experience is desirable.
- Knowledge/experience with computers is required.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Summative Job Duties:

The Business Manager is to account for and record the business affairs of the District in such a way as to provide the best possible educational service with the financial resources available. The Business Manager will keep the necessary records to facilitate sound fiscal management of the School District and advise the District Administrator and School Board on business affairs. Responsible for: Food Service Director, Recreation Department and Business Office Secretary, Transportation Director and Technology Coordinator. Oversees payroll and accounts payable functions of staff.

Immediate Supervisor:

District Administrator

Leadership Responsibilities:

The Business manager understands and demonstrates the ability to:

- Identify and apply various organizational leadership models.
- Identify techniques for motivating others, delegating authority, decision-making, information processing, planning and allocating resources.
- Examine methods of assigning personnel and resources to accomplish specific goals and objectives and to utilize scheduling techniques for the coordination of tasks to maximize personnel and resource utilization.
- Develop skills in identifying problems, securing relevant information, and recognizing possible causes of conflict.
- Develop skills in questioning techniques, fact-finding, categorizing information, and retention of relevant data.
- Apply concepts of change, group dynamics, interpersonal relationships, and effective problem-solving.

- Delegate and assign responsibilities to subordinates; collect, analyze, and evaluate information to generate contingency plans; and apply basic concepts of organizational development.
- Establish and maintain a system for budget control.
- Maintain the strictest confidence concerning personnel, students, and operational concerns of the District.

Planning Responsibilities:

The Business Manager understands and demonstrates the ability to:

- Prepare a budget calendar to meet the time constraints of budget preparation.
- Apply the legal requirements for budget adoption.
- Recognize and forecast the major sources of revenue available to public schools from local, state and federal levels of government.
- Maximize state and federal aids for the District.
- Explore alternative and innovative revenue sources.

Fiscal Management Responsibilities:

The Business Manager understands and demonstrates the ability to:

- Develop and maintain an accurate fiscal accounting system by employing accounting procedures that conform with the Wisconsin Uniform Financial Accounting Requirements (WUFAR); maintaining accounts payable and accounts receivable in good order and current; and working cooperatively and effectively with the auditors of this District.
- Maintain a thorough data reporting system for the completion of financial reports required by the Federal, State and Local Governments.
- Organize and maintain records for financial investment, borrowing and planning.
- Assist in the preparation, implementation, monitoring and presentation of the District budget.
- Oversee school property and liability insurance programs including the fixed assets inventory system.
- Oversee the payroll system and to coordinate employee benefit programs and the reporting system for these programs to Federal and State Governments.
- Oversee the hot lunch program and preparation of required reports for the program.

Supervision, Assessment and Evaluation Responsibilities:

The School Business Manager understands and demonstrates the ability to:

- Coordinate the development and management of an appropriate personnel information management database providing seamless integration with payroll and other school district functions.
- Administer employment agreements including interpreting contract language; considering the concept of “past practice,” “just cause” provisions and grievance procedures.

- Research and explain various compensation arrangements including salaries and wages, employee health care benefit programs, and retirement options.
- Develop and analyze models for assessing the cost of current salary and employee benefit packages and proposals. Prepare salary and benefit costing packages for all employee groups.
- Coordinate with the District Administrator and the Maintenance Supervisor buildings and grounds activities for the District.
- Supervise Food Service Director, Transportation Director, Technology Coordinator and Recreation Department and Business Office Secretary.

Community and Public Relations Responsibilities:

The School Business Manager understands and demonstrates the ability to:

- Communicate the relationship between programs, revenues, and appropriations of the School District to the stakeholders.
- Present financial data to various school and community groups both in written, oral, and multi-media formats.
- Assist in the development of a plan for a positive school-community relations program for the Business Office and the School District.
- Attend all regular board meetings, negotiation meetings, and other special meetings as requested by the Board or District Administrator.

Other Duties as Assigned by the District Administrator

Approved: 12/12/11